

Comparisons of Job Characteristics

Focus Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)

Associated Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)

Compare Knowledge

Compare Skills

Compare Abilities

Compare Detailed Work Activities

Compare Tools and Technologies

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 81

Focus Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)

Associated Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Clerical	7.3	20.7	12.7	<<	Extensive education and/or training may be required
Customer and Personal Service	11.3	15.7	16.7	0	Current knowledge level may be sufficient
English Language	11.2	13.5	13.0	0	Current knowledge level may be sufficient
Computers and Electronics	8.4	12.5	10.7	<	Expanded education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 86

Focus Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)

Associated Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Speaking	10.8	13.8	14.0	0	Current skill level may be sufficient
Active Listening	11.0	13.6	14.6	0	Current skill level may be sufficient
Time Management	8.9	12.7	12.5	0	Current skill level may be sufficient
Writing	9.2	12.5	12.0	0	Current skill level may be sufficient
Service Orientation	7.9	12.2	10.8	<	A higher skill level may be required
Management of Material Resources	3.7	5.8	6.2	0	Current skill level may be sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities		Similarity of Focus Occupation to Associated Occupation: 86			
Focus Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011) Associated Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)					
Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Oral Comprehension	12.5	15.0	14.4	0	Current ability level may be sufficient
Oral Expression	12.4	14.1	15.1	0	Current ability level may be sufficient
Speech Recognition	9.9	13.3	12.5	0	Current ability level may be sufficient
Written Comprehension	11.0	13.1	12.2	0	Current ability level may be sufficient
Near Vision	11.1	12.5	12.2	0	Current ability level may be sufficient
Information Ordering	9.9	12.3	10.6	<	Some improvement in abilities may be required
Written Expression	9.8	12.2	12.3	0	Current ability level may be sufficient
Time Sharing	6.6	7.9	7.7	0	Current ability level may be sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common		Similarity of Focus Occupation to Associated Occupation: 89
Focus Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011) Associated Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)		
Work Activities	Exclusivity of Activity	
Compile itinerary of planned meetings or activities	85	
Document provision of administrative services	92	
Maintain administrative services procedures manual	85	
Maintain inventory of office equipment or furniture	82	
Maintain inventory of office forms	71	
Maintain job descriptions	78	
Maintain records, reports, or files	5	
Maintain travel expense accounts	84	
Prepare financial reports	67	
Prepare or maintain employee records	69	
Prepare tax reports	80	
Prepare travel vouchers	95	
Schedule meetings or appointments	68	
Schedule or contract meeting facilities	80	
Write employee orientation or training materials	80	

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common

Similarity of Focus
Occupation to Associated
Occupation: 83

Focus Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)

Associated Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)

Tools and Technologies	Exclusivity
Calculating machines and accessories	3
Computer data input devices	2
Computers	1
Content authoring and editing software	1
Content management software	6
Data management and query software	1
Duplicating machines	6
Finance accounting and enterprise resource planning ERP software	2
Information exchange software	1
Network applications software	1
Personal communication devices	2

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.